

Report for Week Ending 6 March 1957
from
RECORDS DISPOSITION BRANCH

25X1

CONTRIBUTIONS:

Tangible

1. Coordinated with [] ARO/OCR in the development of a Records Control Card to be used as a tickler file in the disposition of records. Information will be disseminated to all ARO's on the potential use and adaptability of the form.
2. The retirement of records from the Office of General Counsel has been completed. An original estimate of 12 cubic feet was made. However, during the process of preparing these records for retirement another group of records was released for transfer making a total of 16 cubic feet. ✓

ASSIGNMENTS: (Active)

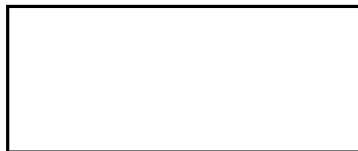
Project 6-40 - Office of Central Reference [] 443 separate series of records amounting to 17,174 cubic feet has been inventoried and entered on preliminary records control schedules. 64% complete. ✓ 25X1

Project 6-70 - Cable Secretariat [] ✓
No change from previous report. 90% complete. 25X1

Project 6-81 - Office of Logistics [] ✓
No change from previous report. 60% complete. 25X1

Project 6-82 - Audit Staff [] ✓
No change from previous report. 65% complete. ✓ 25X1

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Report for Week Ending 6 March 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions:

a. Tangible

- (1) During the past month a total of 177 requisitions were processed through this Branch for a total 2, 106, 705 copies. This involved 20 new, 21 revisions and 136 reprints. The total actions broken down by organizational components, were DD/S - 116; DD/I - 26 and DD/P - 35.

b. Intangible

- (1) Developed two new forms for DD/P to be used for the purpose of running name checks on [redacted] One of these forms will be used exclusively for known subversives.
- (2) Prevented reinstatement of Form No. 1j which was yellow sulphite cut sheet and made provision for expanding the use of Form No. 1a to fill the requirements of both forms.

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2. Assignments

a. Active

- (1) Perfecting of the numerical and functional files is progressing satisfactorily. Sixty-four current editions have been found missing and of these sixteen have been obtained from the OPI.
- (2) Evaluations are presently being made on two Employee Suggestions
- (3) Twenty-three new and revised forms are in process.

b. Inactive

- (1) Eighteen actions were completed during the week which involved a total of 116,700 forms.

3. News

1. Printer's proofs on Forms No. 12, 12a, and 12a1 have been received and approved with minor changes.
2. Printers proofs on Forms 1K, 1K1 and 1K2 have been received and are being examined. Appropriate approval action will be taken within the next few days on these forms.
3. [redacted] were among those visiting the Reproduction Plant to witness a demonstration of the new offset Colitho mat presented by Mr. Davis of McGregor and Werner. This demonstration was very interesting and impressive and seemed to satisfy Printing Services Division personnel and others present that the qualities of this new mat were far superior to previous Colitho mats

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Report For Week Ending 5 March 1957
 From
 Records Center

During this week the following accessions were made:

ORR	3 Cu. Ft.
OO	2 " "
OL	1 " "
COMPT	5 " "
SECURITY	7 " "
OSI	1 " "
OCR	8 " "
Sub-Total:	<hr/> 27 Cu. Ft.
Finished Intelligence	56 " "
Total:	<hr/> 83 Cu. Ft.

V M Material	617 Cu. Ft.
Records Holdings	19,641 " "
Distribution Material Holdings	10,452 " "
	<hr/> 30,710 Cu. Ft.

Distribution Material Disposed of at Center	856 Cu. Ft.
Distribution Material Transferred from Center	27 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "

Reference

During the week the remainder of the JANIS was inventoried. The total cubic footage is 840 destroyed and 303 cubic feet retained. The Center also has 12 cubic feet of a partial record set that are being held until a complete record set has been received from OBI.



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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,988	9,922	11,910
DD/P	2,870	5,860	8,730
DD/S	1,110	6,250	7,860
DD/S (Compt.Grilled Area)	341	139	480
DD/I	363	6,447	6,810
DD/I (Grilled Area)	1,867	1,913	3,780
DCI	37	23	60
Map Negative	<u>673</u>	<u>917</u>	<u>1,590</u>
TOTAL:	9,249	31,971	41,220

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Report for Week Ending 6 March 1957
from
PROJECT STAFF

1. Contributions

a. Intangible

- (1) Microfilming of Vital ¹⁴Materials in the Communications Office has been completed.
- (2) A revised Vital Materials Deposit Schedule has been received from the Economic Intelligence Coordination Staff of ORR.

2. Projects Active

- a. The establishment of the agency filing system has been completed in the OAD/OSI. Filing systems were installed in the Security, Training, Liaison, Accounting, and Personnel sections of the Administrative Branch of OSI. Only travel section remains to be done in the Admin. Branch. This project is approximately 19 per cent complete.
- b. The Regulations Control Staff has requested our assistance in selecting the proper equipment for maintaining their index to regulatory issuances.
- c. SOB Voucher Numbering System.
- d. Use of shelf filing in the Industrial Register.
- e. Use of shelf filing in the Biographic Register.
- f. Intra Agency chain envelope. A memorandum to the Supply Division has been forwarded requesting the stocking of a trial order of the revised chain envelope which provides for use of the courier receipt as the address label.
- g. Handbook for Records System and Equipment.

3. News

25X1 [] of the ELINT Staff and [] of Guided Missiles Division accompanied last weeks trip to the repository for the purpose of coding vital materials deposits of these OSI Offices. 25X1

Three members of this Staff attended the monthly inter-agency O&M Conference. Subject for the day was promotion of paper work management.

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Report for Week Ending 6 March 1957
from

RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

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1. CONTRIBUTIONS

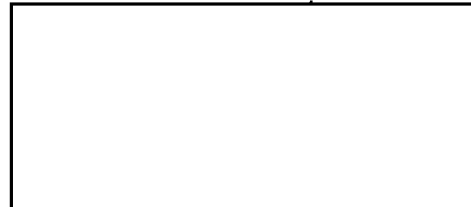
- a. Collaborated with [] in writing an article on records management for the next issue of the "Support Bulletin".
- b. Obtained recommendations from the Office of Logistics on the report, Value of Expendable and Nonexpendable Property Issued, S-Rep-267, proposed by the Office of the Comptroller. As a result, this machine record report will now be tabulated according to four digits of the allotment account number rather than two, thus providing totals by countries. The report as originally proposed would have given totals only by Major Components and Operating Offices.

2. ASSIGNMENTS ACTIVE

- a. Typewriter Lift Boxes, Employee Suggestion 1617 - 300 copies of the pamphlet "The Correct Angle" were sent to RI/FI for distribution in DD/P. When results of their distribution can be measured we will complete the evaluation of this suggestion.

3. NEWS

- a. Attended the Correspondence Management Workshop given the week of 25 February by the National Archives and Records Service, Attached is a copy of my report on this course. In regard to my recommendation that a member of the OTR Writing Workshop staff attend this workshop, I am working out arrangements with OTR and the National Archives and Records Service.
- b. Completed the Conference Leadership Course by taking part in four hours of training.



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